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	Process Owner Directive Issuance Petty Officer		Approval Authority Director, Support Services

1. Purpose & Scope

The purpose of this process is to update continuation or cancellation of instructions for NSHS.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001 Naval School of Health Sciences Quality Manual, b) NSHS-002, Quality System Document Control, c) SECNAVINST 5215.1 series, Directives Issuance System.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **Directive Owner:** Person responsible for the instruction.

3.2 **Tracker:** Software used to track correspondence.

4. Document Review & Concurrence

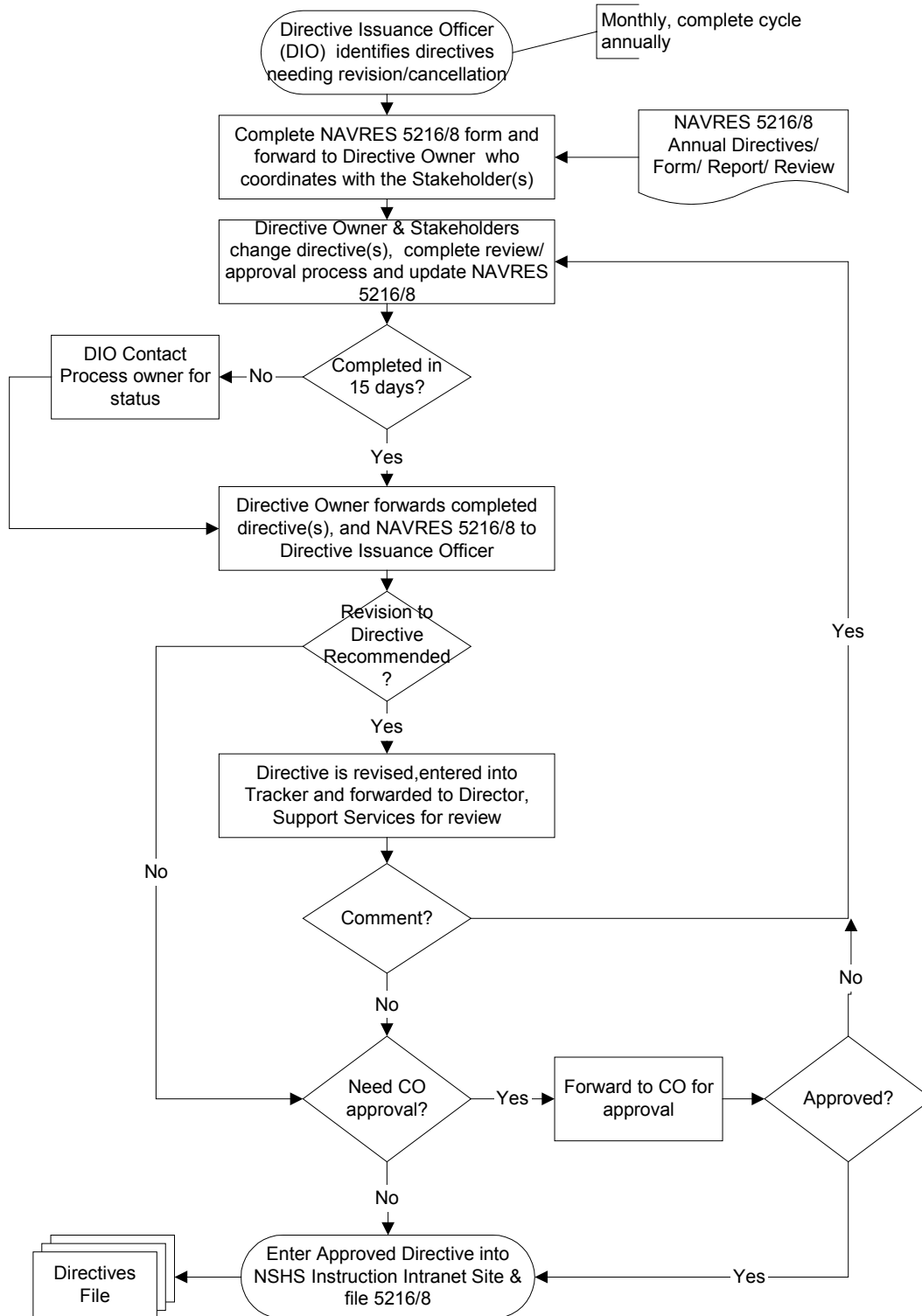
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Directive Issuance Officer	OS 31 (Process Owner)	HM1 L. Turner	Director, Support Services	OS (Approval Authority)	LCDR E. Kennedy
Commanding Officer	OC	CAPT. D. Wade	Admin. Officer	OS3	ENS T. Carr

5. Summary of Changes

	Description	Date
01	Initial issue of procedure.	13 JUL 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Directives File	Directive Issuance Officer	File Cabinet	Number	Indefinite	Indefinite

8. Addendum

N/A